



CITY OF HOUSTON

Job Posting

BJW

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	POOL MANAGER/SEASONAL (Multiple
3	Posting Number	Positions)
4	Department	PN# 108633 (Summer Only)
5	Division	PARKS AND RECREATION
6	Section	RECREATION OPERATIONS
7	Reporting Location	AQUATICS DIVISION
8	Workdays & Hours	VARIOUS*
		VARIOUS*
		*Subject to change

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10 **ESSENTIAL FUNCTIONS/DESCRIPTION OF DUTIES**

The individuals will manage, direct, administer and supervise the daily operations of pool personnel and maintain the safety of several (3-5) pools and enforces all facility rules during the pool season. Travel to several pool facilities to plan, organize, coordinate and administer in-service training and daily safety drill to the pool staff concerning facets of aquatics safety and management. Inspect the pool’s chemical reading and maintenance operations daily. Promote, coordinate, recruit and coach the competitive swim program at local, district and city level. Generate reports and other documents for submission by stated deadlines. Promote and provide site and program information on services. Serve as the department liaison among management, the pool staff and the community.

11 **WORKING CONDITIONS**

This position requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. Routine exposure to soiled materials and light chemical substances such as cleaning solutions .

MINIMUM EDUCATIONAL REQUIREMENTS

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to 9 months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment. Must be certified in Lifeguard Training or Water Safety Instruction and First Aid/CPR.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

One (1) years of experience as lifeguard or water safety instructor is required.

13 **MINIMUM LICENSE REQUIREMENTS**

Must have a valid Texas Driver’s License and comply with the City of Houston’s policy on driving (AP 2-2).

14 **PREFERENCES**

Selected applicants who already possess the required certification must be certified by a city-approved agency. Applicants who are not certified may receive certification through the Parks and Recreation Department at no expense to the individuals. Must have considerable knowledge of pool operational procedures involving back-washing system and pump priming.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 13
\$11.43 - \$12.19 per hour

18 **OPENING DATE** February 1, 2006

19 **CLOSING DATE** OPEN UNTIL FILLED

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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